

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 17

July 9, 2013

SUBJECT: PAYGRADE ELIGIBILITY REQUIREMENTS - REVISED AND
RENAMED

PURPOSE: This Order revises and renames Section 3/763.05,
Paygrade Eligibility Requirements, of the Department
Manual.

PROCEDURE: Department Manual Section 3/763.05, *Paygrade
Eligibility Requirements*, has been revised and
renamed as the *Paygrade Advancement Eligibility Requirements*.
The subsections "Police Officer III, Police Sergeant II, Police
Detective II, Police Detective III, Police Lieutenant II, Police
Captain II and Police Captain III" have been updated to conform
to current Department procedure. In addition, the requirement
of passing the Police Officer III Written Examination and the
Deputy Chief section have been deleted. Attached is the revised
Section with revisions indicated in italics.

This Order excludes municipal police classifications and
personnel, as they are subject to different memorandums of
understanding and rules.

AMENDMENT: This Order amends Section 3/763.05 of the
Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits
and Inspections Division, will review this directive and
determine whether an audit or inspection will be conducted in
accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

Attachment

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**DEPARTMENT MANUAL
VOLUME III
Revised by Special Order No. 17, 2013**

763.05 PAYGRADE *ADVANCEMENT* ELIGIBILITY REQUIREMENTS. The requirements necessary to qualify for advanced paygrade assignments are indicated below. All requirements, including any specified minimum period of service, must be met at the time of application to an advanced paygrade assignment.

Police Officer II. A Police Officer I who completes one and one-half years of service *must* be automatically advanced. Police Officer II is not considered an advanced paygrade position.

Note: Police Officer II status does not signify tenure with the Department.

Police Officer III. *Sworn* personnel of the rank of Police Officer II are eligible for advancement to Police Officer III (PO III), if they have:

- Successfully completed the probationary period for the rank of Police Officer or Police Specialist; *and*,
- *Completed 26 deployment periods in an eligible Los Angeles Police Department geographic field (patrol), Transit Bus/Rail patrol, and/or traffic assignment AND meet at least one of the following:*
 - *Possess an Intermediate or Advanced California Peace Officer Standards and Training (POST) Certificate and completed three (3) years full-time, paid law enforcement experience as a peace officer with a POST-participating agency; OR,*
 - *Possess a Basic California POST Certificate and completed five (5) years full-time, paid law enforcement experience as a peace officer with a POST-participating agency.*

Note: Police Specialists are ineligible for advancement to the rank and paygrade of PO III until they receive a Los Angeles City Charter, Volume II, Article X, Civil Service, Section 1014 transfer to the *classification* of Police Officer and meet the existing eligibility requirements for PO III.

Police Sergeant II. *Sworn personnel who have one year of experience as a Police Sergeant I are eligible for advancement to Police Sergeant II.*

Police Detective II. *Sworn personnel who have one year of experience as a Police Detective I are eligible for advancement to Police Detective II.*

Police Detective III. The following *sworn personnel* are eligible for consideration for advancement to *Police Detective III*:

- *Sworn personnel who have one year of experience as a Police Detective II; or,*
- *Sworn personnel who have one year of experience as a Police Detective and one year of experience as a Police Sergeant.*

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Note: Commanding officers are reminded that additional time may be required to obtain approval of the General Manager, Personnel Department, to process reversions between civil service classifications, in accordance with Charter Section 1014. Employees wishing to revert must complete a Request for Transfer, Reversion or Class Change Under Charter Sec. 1014, Form General 16-B, along with the Transfer and/or Change in Paygrade, Form 01.40.00. Both forms must be submitted through channels, to Personnel Division.

Police Lieutenant II. Sworn personnel who have one year of experience as a Police Lieutenant I are eligible for advancement to Police Lieutenant II.

Police Captain II and Police Captain III. Sworn personnel who have one year of experience as a Police Captain I are eligible for advancement to Police Captain II or Police Captain III.